Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

30 MAR 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 31 March 1978

* 1. (U) Handicapped Program:

25X1A a. Early in the week of 13 March 1978, it was discovered that Mr. [redacted], a graduate fellow in process for ORPA since 9 March 1978, had only very limited vision and required a seeing eye dog. ORPA agreed to an office interview to determine if arrangements could be made to accommodate [redacted] in the program. He was subsequently interviewed on 22 March and the Office of Personnel was advised on 24 March to continue the processing as ORPA planned to pick him up. (Reported previously at 8:30 meeting.)

25X1A

b. Our Assistant Coordinator for Selective Placement of the Handicapped attended a workshop at Gallaudet College dealing with handicapped employee/employer relations on 22 March 1978. Fifteen (15) other Agency employees also attended along with approximately 350 others from a wide variety of organizations in both government and private industry. Several of the Agency participants have reported that it was an excellent experience.

2. (U) Minority Recruitment:

* a. On Friday, 24 March, Recruitment Division received applicant files on seven (7) Hispanics and nine (9) Blacks from the recruiters. Most of these applicants were from Texas and southern California. This was one of the highest one-day totals thus far for minority applicants and is helping to make March 1978 a very productive month for minority recruitment. As of 27 March 1978, we had received a total of 57 applications; for the month of February 1978, we received a total of 55 applications.

E 2 IMPDET
CL BY 012752
May be downgraded to
U/AIUO when separated
from attachment.

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

25X1A

b. Recruiter [redacted] of our [redacted] office 25X1A reports that he recently advertised in the Kansas City Call, a black weekly newspaper, and in the University News, a campus paper at the University of Missouri, and that he plans follow-up recruiting in these areas. He is also arranging travel to North and South Dakota during the month of April and will continue his efforts to develop minority lead sources in those states. His recent travels through Colorado have produced several Hispanic applicants.

c. Seventeen (17) responses have been received to date as a result of our advertisement in The New York Times, The Washington Post, and The Washington Star for experienced systems programmers for the Office of Data Processing (ODP). The resumes being received are being forwarded to ODP for screening prior to recruiter contact of the applicant. (Reported previously in 8:30 meeting.)

3. (U/AIUO) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 134 persons to go by 30 June, 44 are going under the "liberal" options.

	Civil Service	CIARDS	Total
Retired	16 (2)	20 (6)	36 (8)
Signed to go	24 (8)	74 (28)	98 (36)
Total	40 (10)	94 (34)	134 (44)

4. (U/AIUO) Reaffirmation - CIARDS: The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

Memoranda Sent	[redacted]	25X9
Returned		
Elected to Return to CSRS	16	

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

5. (U/AIUO) External Employment Assistance: A veteran officer and client of OP/Retirement Counseling and Employee Assistance Branch (RCEAB), with a career divided between training and operations, has recently had a job hunting experience in local academic circles that is quite interesting. Planning to retire in June 1978, the client began his search for a teaching job by mailing a resume to seven academic institutions in the capital area. The resume identifies his present employer in the very first line and elsewhere states plainly that he has conducted as well as taught intelligence operations. From the seven institutions he received no less than four favorable replies indicating the expectation of a job opening for him. Only one turned him down flatly. He will begin his new career next month teaching a course in the adult education division of Catholic University.

6. (U) Transfer of Responsibility for ICS Awards Program to OP: The Recorder and Executive Secretary, HMAB, are to meet with [redacted] in the ICS Building on Friday morning, 31 March, to coordinate transfer of responsibility for the Intelligence Community Awards Program to the Office of Personnel.

25X1A

7. (U) Educational Aid Fund: There are 42 completed EAF applications on hand and numerous others in various stages of completion. Our figures indicate 219 application forms were distributed.

8. (U) Good Friday Services: Catholic and Protestant services were held on Good Friday in the auditorium. Approximately 292 attended Catholic services and 97 attended Protestant services as compared with 217 and 110 respectively last year.

9. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 47.

10. (S) Rehired Annuitants: See attached report.

(Original Signed)

F. W. M. Janney

Att

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

Distribution:
Orig & 2 - Addressee
1 - DD/Pers/SP
1 - DD/Pers/R&P
1 - DD/Pers/P&C
1 - Chief, SAS
1 - Subject File
1 - D/Pers/Chrono

25X1A OD/Pers/[redacted]:rj (30 March 78)

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2

SECRET

29 March 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (23-29 March 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Deputy Director for Administration:

DDO

25X1A [redacted]

- Contract Employee, ISS, one-year extension.
- Contract Employee, SE Division, one-year extension.

2. (S) The following rehired civilian annuitant cases were approved for extension by the Director of Personnel:

DDA

25X1A [redacted]

- Independent Contractor, Office of Security, one-year extension.
- Independent Contractor, Office of Security, one-year extension.
- Independent Contractor, Office of Security, one-year extension.

DDO

25X1A [redacted]

- Independent Contractor, ISS, one-year extension.

E2 IMPDET
CL BY: 063837

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030007-2